

**COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS  
DIVISION OF CONSERVATION SERVICES  
Filing Deadline: Tuesday, July 15, 2008 by 3:00 pm**

**OUTDOOR RECREATION PROJECTS  
Massachusetts PARC Program and Federal Land and Water Conservation Fund  
APPLICATION FORM – FY09 ANNUAL GRANT ROUND**

Program Regulation Reminder: It is understood that any property acquired or developed with Parkland Acquisition and Renovation for Communities (PARC) or Land and Water Conservation Fund (LWCF) grant assistance is open to all citizens of the commonwealth, and that no major alteration of this property, or changes in the proposed uses can take place without the prior approval of the secretary of the Executive Office of Energy and Environmental Affairs, and where necessary by The National Park Service and the General Court. All properties for which grant assistance is provided must be open to the general public (not residents only) for appropriate recreational use and must be protected open space under Article 97 of the Amendments to the Constitution of the Commonwealth of Massachusetts, dedicated to public outdoor recreational use.

Eligibility - communities must:

- 1) Have an approved or draft Open Space and Recreation Plan on file with the Division of Conservation Services (if a draft is submitted, a condition of final payment will be to obtain DCS approval of the final report). Please note that the OSRP Planner's Workbook has been updated and OSRP requirements have been changed. The Workbook can be found online at [www.mass.gov/envir/dcs/pdf/osrp\\_workbook.pdf](http://www.mass.gov/envir/dcs/pdf/osrp_workbook.pdf).
- 2) Have no unresolved protected open space conversion issues with the Executive Office of Energy and Environmental Affairs. (see EOEEA Article 97 Disposition Policy at [www.mass.gov/envir/mepa/fourthlevelpages/article97policy.htm](http://www.mass.gov/envir/mepa/fourthlevelpages/article97policy.htm)).

Please Note:

- ❖ Projects involving renovations of the same theme in multiple parks, such as resurfacing playgrounds, may be packaged into one application. Unrelated renovations must be submitted as individual applications.
- ❖ Municipality's portion of the PARC grant cannot come from any other state funding source. (CPA funds CAN be used for the municipality's portion of the cost.)
- ❖ The building or renovation of municipal golf clubhouses are not being funded this year.
- ❖ DCS will host a "How-To" workshop on Wednesday, May 21, 2008 from 10:00 am to 12:00 pm in Boston at 100 Cambridge Street, Conference Room, Second Floor. RSVP at (617) 626-1171 or email [melissa.cryan@state.ma.us](mailto:melissa.cryan@state.ma.us). Both the workshop presentation and answers to questions received will be posted on the DCS website.

SUBMITTING APPLICATIONS:

All Applications are due no later than 3:00 pm on Tuesday, July 15, 2008. Any application received after the deadline will be rejected. A postmark will NOT be accepted for verification of date of submission. Applications will NOT be accepted by fax machine or electronic mail. The outside of the package holding the application and copies should be clearly marked: FY09 PARC GRANT ROUND. One original and two (2) copies of the application must be submitted to:

Melissa Cryan  
Executive Office of Energy and Environmental Affairs  
100 Cambridge Street, Suite 900  
Boston, MA 02114

Only the original submission must be provided in hard copy format and include the appraisal report(s), if applicable. The copies of the application may be submitted as one concise document (including maps) in digital format compatible with Microsoft Office 2000 or Adobe Acrobat and no additional copies of the appraisal report(s) are required. Applicants considering delivering documents to EOEEA by hand are reminded to allow plenty of time for travel into and out of the city. Applications will be accepted PRIOR to the deadline.

The application package contains the following documents. Each document contains important information on the application and the grant program in general. Be sure to read the entire package prior to applying for grant funding.

- ◆ Secretary's Announcement Letter
- ◆ DCS Director's Memo to Prospective Applicants
- ◆ Outdoor Recreation Program Application Step Procedures
- ◆ Outdoor Recreation Program Application Form
- ◆ Outdoor Recreation Project Selection System
- ◆ Regional and Statewide Usage Report
- ◆ Sample Municipal Vote
- ◆ Appraisal Report Requirements
- ◆ Program Regulations
- ◆ Attachment A: Boundary Map Guidelines
- ◆ Attachment B: LWCF Proposal Description and Environmental Screening Form

**Grant Award Schedule:**

Application Release Date:	March 2008
Workshop Date:	May 21, 2008
End of Question Period	June 30, 2008
Application Deadline:	July 15, 2008
Site Inspections:	Completed by September 12, 2008
Award Announcement:	Anticipated announcement on or about 60 days from Application Deadline
Project Completion:	June 1, 2009 or June 1, 2010, depending on the project

## OUTDOOR RECREATION PROJECT APPLICATION FORM FY2009

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1. **Municipality or State Agency Department Name:**  
**Population (2000 U.S. Census):**

2. **Project Name:**

Type of Project:

Acquisition – acreage

New Development

Renovation

**Has this site received previous assistance:**      Yes                      No

3. **Contact Person**

Agency

Address

City

State

Zip

Telephone

Fax

Email:

**Please note: the contact person is the official representative for this project as authorized under item #14(b) of this application, usually not the chief municipal officer.**

4. **Briefly describe the project on ONE attached page.** Use the Outdoor Recreation Project or LWCF Rating System as an outline for the description, as well as the items bulleted below, to ensure the maximum score possible for your project.

a.) Acquisition Projects:

- site location – in an Environmental Justice neighborhood and/or site's distance to the nearest park
- environmental restoration project
- acres dedicated as parkland
- rare species (include letter from NHESP)
- historic or archaeological resource (include letter from MHC)

b.) Development or Renovation Projects

- describe facilities being developed
- describe community needs, including park equity/need in this neighborhood, if park is in an Environmental Justice neighborhood
- new acres dedicated as parkland
- site's interpretive services, environmental education
- brownfield projects must submit 21E evaluation
- environmental restoration project

c.) All Projects:

- accessibility for the disabled
- water based recreation (include linear footage bordering water resource)
- cooperation of any other governmental agency (state, federal, county) or private nonprofit, fiscal or other
- located in a high growth area, high density area, Environmental Justice neighborhood, or town/city center, area of the community that lacks park resources
- access to a public transportation route and other urban center services
- description of enhanced public outreach in Environmental Justice neighborhood
- environmental education/interpretive services planned for site
- regional or statewide facility (communities applying either category should submit a Usage Report)
  - serves one or more urban area's residents living within one-hour driving radius
  - parking for 100 vehicles for regional status
  - parking for 200 vehicles for statewide status
  - provides adequate comfort stations and potable water outlets
  - serves all age groups (for either regional or statewide status)

## 5. Proposed Funding:

The Urban Self-Help program is a **reimbursement** program. Grant recipients are reimbursed after invoices have been paid. **The total project cost must be raised or appropriated by the municipality shortly after project approval if it has not already been appropriated.** Costs incurred prior to grant approval and contract execution are ineligible, **including design costs.** Force account labor is also ineligible. Mention any *previous, pending, or anticipated* financial assistance on this project. Refer to Urban Self-Help regulations (Section 5.07) for eligible cost details.

Total Eligible Project Cost:

Urban Self-Help Request:

(52-70% based on Equalized Valuation Per Capita, can be found on DCS web page, maximum of \$500,000)

LWCF Request:

(50% of total project cost, maximum of \$500,000)

Municipal Share:

(Community Development Block Grant, Community Preservation Act, etc., please specify in narrative)

Other: (i.e. private donation to community, fund raising, etc.)

## Grant Program Preference

Municipal applicants must state if the application is for funding through the Parkland Acquisition and Renovation for Communities program and/or the Land and Water Conservation Fund program; please check off the appropriate box below. Municipal projects may be considered for funding under both the federal LWCF program and the PARC program (indicate this by checking off both boxes below as "yes"), but can only be approved for funding through one of the programs. EOEEA reserves the right to fund a municipal project from the program source it deems most appropriate and most beneficial to the overall needs of the Secretariat should the applicant apply to both state and federal grant programs.

**Would you like to use this application to apply for a PARC program grant?**

**Yes**

**No**

**Municipal applicants applying for a federal LWCF grant:** Please note that the federal grant program has a 50% reimbursement rate. This is a separate source of funding and your community, if successful, can only receive a PARC grant or a LWCF grant, not both. Would you like to use this application to apply for a LWCF grant?

**Note: to be eligible for LWCF assistance applicants must complete and submit Attachment B.**

**Yes**

**No**

## Attach a one page description of the proposed project budget including:

- The source of all local funding including donations and Community Preservation Act (CPA) funds.
- Description of the details of any donation, if applicable (be sure these funds are gifted to the community and earmarked for the project).
- Description of any other sources of funding including federal, state, municipal, or nonprofit organizations. List these partners and describe their contribution. Not all sources of state and federal funds are compatible with every DCS grant program.

**6. Project Type:** Please indicate type of project, refer to the program's regulations for definitions (Sec 5:03) and to the list of required attachments found at the end of this application form to substantiate any "yes" answers. Indicate here whether:

- (a) Your municipality is an urban population center
- (b) Your project qualifies as a regional or statewide project (submit a Usage Report)
- (c) Your project qualifies as a "small town" project

## 7. Commonwealth Capital Application

Communities may apply for a FY09 Commonwealth Capital Score. If the community does not submit an application by <sup>August</sup>~~July~~ 15, 2008, they will forfeit 30 points in the project rating. For more information, see

<http://www.mass.gov/?pageID=gov3subtopic&L=5&L0=Home&L1=Key+Priorities&L2=Job+Creation+%26+Economic+Growth&L3=Clean+Energy+%26+Smart+Growth+Smart+Energy&L4=Commonwealth+Capital&sid=Agov3>

Have you applied for a Commonwealth Capital Score?      Yes      No  
 Date of submittal:

8. Describe outstanding leases, restrictions or other rights or interests held by others in the project site and enclosed copy of the same (for file records only).

9. Is the property permanently dedicated for park, playground, or recreation purposes? If not, please submit draft dedication language for DCS review as all PARC and LWCF projects must be dedicated for park, playground, or recreation purposes.

Yes      No

Total acres of dedicated park land

10. Are fees currently charged or proposed for this facility? If yes, please attach a copy of the fee system. Charging fees is allowed subject to DCS approval. If applicant is awarded a grant, the site cannot be restricted to municipal residents only. If fees are charged based on residency, fees for nonresidents are subject to Section 5.08(3) of the PARC regulations (for file records only).

Yes (copy attached)      No

### 11. Municipal Open Space and Recreation Plan and *Massachusetts Outdoors 2006*

Describe how your project meets the recommendations in your current Open Space and Recreation Plan and cite the page number references to your plan. If we already have a copy of your plan, there is no need to submit another copy. If working on a new or updated plan, please note that the OSRP Planner's Workbook has been updated with new requirements. This can be found online at [http://www.mass.gov/envir/dcs/pdf/osrp\\_workbook.pdf](http://www.mass.gov/envir/dcs/pdf/osrp_workbook.pdf). Comment on how the project meets the regional demand for recreation based on *Massachusetts Outdoors 2006*: Inferred Need for New Recreational Areas under Chapter 5: The Regional Perspective. This document can be found online at <http://www.mass.gov/envir/dcs/global/publications.htm>.

12. Check the following if applicable to project (for file records only):

Yes	No	Prime agricultural lands (see Ex. Order #193)
Yes	No	Cultural, historic, archeological site: Contact MA Historical Commission (617) 727-8470
Yes	No	Endangered species habitat: Contact MA Natural Heritage Program (508) 792-7270
Yes	No	Scenic River designation
Yes	No	Wetland designation
Yes	No	100 year floodplain
Yes	No	Environmental intrusion, i.e. overhead power lines (must be buried), safety hazards
Yes	No	Brownfield – 21E evaluation
Yes	No	Environmental Justice community/neighborhood
Yes	No	Acquisition involving relocation of residents, tenants, or businesses
Yes	No	Negotiated sale

Do you have a Purchase and Sales Agreement or Agreed Price?	Yes	No
If yes, Amount:	\$	
Is Clear Title available?	Yes	No
If no, is an eminent domain taking anticipated?	Yes	No
If yes, proposed pro tanto award amount:	\$	

Note that if clear title is not available, the community may decide to acquire the property by a friendly taking (eminent domain) process to clear the title. It is best to know if there is a potential title problem as soon as possible since this can complicate the acquisition process.

Appraisal Report #1

Valuation:

Appraiser:

Valuation Date

Review Appraisal Report #2 – if land valued at over \$750,000

Valuation:

Appraiser:

Valuation Date

**Please note: if your community is applying for federal funding, the appraisal must be submitted using federal appraisal standards (“Yellow Book”) found at [www.usdoj.gov/enrd/land-ack/lyb2001.pdf](http://www.usdoj.gov/enrd/land-ack/lyb2001.pdf).**

13. Check if the following permits are required (for file records only):

Yes	No	U.S. Army Corps of Engineers (404 or Rivers and Waterways)
Yes	No	MA DEP Division of Wetlands & Waterways (617) 292-5518
Yes	No	U.S. Coast Guard
Yes	No	U.S. Dept. of Agriculture (Zoos)
Yes	No	C. 131 s. 40 Wetlands (municipal conservation commission)
Yes	No	MEPA Review (301 CMR 11.00: MEPA Regulations) (617) 626-1020

## IMPORTANT NOTICE

**If any of the above permits are required, the permit or application for the permit must be submitted. Should the project be selected for funding, the permit will be required as part of the final application.**

14. Attach certification of:

- Applicant community's legal authority to apply for the grant and to finance and construct the proposed facilities (see Sample Municipal Vote), and the **Chief Executive Officer's legal authorization to execute contracts**. This is a resolution, motion, or similar action that has been duly adopted or passed as an official act of the community's governing body which authorizes the filing of the applications, including all understandings and assurances contained therein; and
- Authorization from chief municipal officer identifying individual named on the first page of this application who acts as official of municipality in connection with the application and who will provide such additional information as may be required (See Urban Self-Help Regulations 5.04:(6)).

Date

\_\_\_\_\_  
Signature of Chief Municipal Officer

Name and Title (Typed)

Duration of Term

Mailing Address

City

State

Zip

Telephone:

## **REQUIRED ATTACHMENTS** (applications that are missing these items will not be accepted)

### **PLEASE LABEL ALL ATTACHMENTS**

1. **Municipal Open Space and Recreation Plan**, if not already approved and on file at DCS. Plans are approved by DCS for up to five years of eligibility in DCS grant programs. Community is not eligible to apply without an approved plan, or submission of a draft plan. (If we have it on file, don't send another copy.)
2. **Acquisition Projects – Appraisal report(s)** as required by DCS. Note that projects applying for federal funding must submit the appraisal(s) to federal appraisal standards ("Yellow Book") found at [www.usdoj.gov/enrd/land-ack/yb2001.pdf](http://www.usdoj.gov/enrd/land-ack/yb2001.pdf).
3. **Development & Renovation Projects – Site Development Plans and Cost Estimates**. Services of a professional design firm are recommended for renovation and development projects. Costs incurred prior to the signing of a state standard contract are NOT eligible for reimbursement.

## **REQUIRED ATTACHMENTS FOR LWCF APPLICANTS**

(LWCF applicants must submit the attachments below in addition to the ones listed above)

1. **Plot plan or survey map** showing the project boundary, see Attachment A. The project area must be shown in enough detail to be legally sufficient to identify the lands to be protected. A registered survey plan with deed references or assessor's map with block and lot number are acceptable.
2. **Massachusetts Historical Commission comments**: Send the MHC a PNF (<http://www.sec.state.ma.us/mhc/mhcpdf/pnf.pdf>) with a photocopy of the USGS locus map with the property boundaries clearly indicated, smaller-scale property maps if available, and a cover letter to include information about any known historic or archaeological sites. Send this certified mail, return receipt requested, so that you know when it was received. MHC will review and comment to DCS (and copy the applicant) within 30 days of receipt. There is no need to telephone or email the MHC. See these webpages for any questions: <http://www.sec.state.ma.us/mhc/mhcpdf/pnfguide.pdf> and <http://www.sec.state.ma.us/mhc/mhcrevcom/revcomidx.htm>.
3. **LWCF Proposal Description and Environmental Screening Form**: See Attachment B.

## **RECOMMENDED ATTACHMENTS**

(provides details to information requested and assists in project evaluation)

1. A **Cover Letter** on respondent letterhead that, at a minimum, identifies or discusses: the specific parcel(s) of land to be acquired or park(s) to be developed/renovated; a clear statement of the parcel(s)'s or park(s)'s importance to the community's recreation needs; any partnerships, financial or otherwise, formed to facilitate the project; and a detailed project schedule.
2. **Project Description and Budget Details**, including a breakdown of how much is needed for design costs in FY09 and construction costs in FY10. Please note that funds not used in FY09 do not roll over into FY10.
3. **Photographs** of site including any existing facilities and buildings.
4. **Boundary Plan of Site** (Survey or Plot Plan with adequate metes and boundary descriptions, see Attachment A). The boundary plan submitted with the project application becomes the permanent protected boundary for the site and must be legally sufficient to identify the land to be protected. A registered survey plan with deed references or assessor's map with block and lot number are acceptable.
5. **USGS Locus Map** showing project site, any adjacent or nearby public or quasi-public parkland, nearby public transportation route(s), and EJ populations in project site area.
6. Sufficient materials that will allow **MassGIS** to create an accurate digital representation of the proposed site. These materials include either 1.) a USGS topological map or copy (including the name & date of the quad) with the site accurately drawn on it, with a copy of the site plan and/or a survey plan if available or 2.) a printout of the digital representation of the site on a USGS topological map background and a note indicating that the digital representation of the site has been emailed to dominique.pahlavan@state.ma.us in appropriate format (Massachusetts State Plane Meters NAD1983 Datum) with a subject line that includes the words "PARC Program FY09 Grant Round".
7. **Evidence of public hearing on proposed project** (copy of actual newspaper ad or actual posted announcement). Concentrate on local neighborhood participation by posting notices with tenants associations, in local grocery stores, or with Community Development Corporations. Pay special attention to Environmental Justice neighborhoods in the community. Please look at EOEEA's Environmental Justice Policy online at [www.mass.gov/envir/ej/default.htm](http://www.mass.gov/envir/ej/default.htm) to ensure proper outreach procedures in EJ neighborhoods.
8. **Usage Report** if your project is Regional or Statewide.
9. Certified copies of the following **municipal votes** (or draft warrant article or city council order, as necessary). Refer to the Sample Municipal Vote handout, which is included in the application package, for guidance.
  - Copy of municipal vote accepting the Conservation Commission (M.G.L. c.40 s.8c) and Park Commission (M.G.L. c.45 s.2) and current appointments to said Commissions.
  - Vote authorizing application; raising, borrowing or appropriating the total project cost (application item #5); and dedicating land to park, playground, or recreation purposes (application item #9).
10. Copy of property **deed** confirming municipal ownership and dedication to park, playground, or recreation purposes.
11. **Commonwealth Capital Score** – please apply for your community's FY09 Commonwealth Capital Score. For questions on Commonwealth Capital email [commcap@massmail.state.ma.us](mailto:commcap@massmail.state.ma.us).

12. **Other State Agency Review** – If it is not possible to include their response in the application package to DCS, attach a copy of your cover letter requesting their input.
- ☐ Massachusetts Natural Heritage and Endangered Species Program (MNHESP at [www.state.ma.us/dfwele/dfw/nhesp/heritage](http://www.state.ma.us/dfwele/dfw/nhesp/heritage)).
  - ☐ Massachusetts Historical Commission: Send the MHC a PNF (<http://www.sec.state.ma.us/mhc/mhcpdf/pnf.pdf>) with a photocopy of the USGS locus map with the property boundaries clearly indicated, smaller-scale property maps if available, and a cover letter to include information about any known historic or archaeological sites. Send this certified mail, return receipt requested, so that you know when it was received. MHC will review and comment to DCS (and copy the applicant) within 30 days of receipt. There is no need to telephone or email the MHC. See these webpages for any questions: <http://www.sec.state.ma.us/mhc/mhcpdf/pnfguide.pdf> and <http://www.sec.state.ma.us/mhc/mhcrevcom/revcomidx.htm>.

**ATTACH SUPPLEMENTARY DOCUMENTS IF APPLICABLE TO THE PROJECT**

1. Copies of current leases, restrictions, or other rights or interests held by others in the property.
2. Fee Schedule.
3. Any necessary permits or applications for permits.

If selected, the Respondent will be required to execute the following forms in order to complete a contract:

- PARC Project Agreement
- Commonwealth Standard Contract
- Commonwealth Standard Terms & Conditions
- Contractor Authorized Signatory Listing

Applicants are encouraged to review these forms prior to submission of an application. With the exception of the PARC Project Agreement, all other forms are available at: [www.mass.gov/osd](http://www.mass.gov/osd).

Projects selected for federal Land and Water Conservation Funds will be required to submit a Boundary Map and LWCF Proposal Description and Environmental Screening Form for the subsequent application that is submitted by EOEEA to the National Park Service. If selected for LWCF funding, the Respondent will also be required to execute the following forms in order to complete a contract:

- LWCF Project Agreement and SF424, 424C and 424D.
- Commonwealth Standard Contract
- Commonwealth Standard Terms & Conditions
- Contractor Authorized Signatory Listing